

TO: Enfield Town Council

FROM: Christopher W. Bromson, Town Manager

DATE: March 15, 2021

RE: Projects & Activities Report (PAR)

CC: Town Direct Reports

The following is a summary of activities and their progress over the last three weeks.

TOWN MANAGER:

Enfield Train Station: The Town Manager's office has had numerous meetings over the past few months with the CT Department of Transportation regarding the design and construction of the Enfield Train Station. The CT Department of Transportation will be joining the Town Council meeting on Monday, March 15th, to discuss the timeline and plans for the station.

Budget Development: The Town Manager, Director of Finance, and Assistant Town Manager have met with Department Directors to begin to formulate the annual operating and capital budget for the upcoming fiscal year beginning July 1. Further budget meetings will continue throughout the month.

COVID-19: The Town Manager continues to meet on a weekly basis with representatives from surrounding communities, Enfield Public Schools, and the North Central District Health Department to stay up to date on the COVID-19 virus. The mass clinic at the Enfield Annex, in partnership with Trinity Health Care of New England, continues to vaccinate hundreds of eligible adults daily.

LIBRARY SERVICES:

Library:

Library Services & Programming:

- As COVID-19 numbers continue to improve in our area, combined with the vaccination schedules, the Central Library is lifting its "appointments only" status, effective March 1.
 Due to the small size of the branch, the Pearl Street Library will remain appointments only at this time.
- We are continuing to expand our online offerings for residents:



- Enfield Public Library patrons can now use the SimplyE app to check out more eBooks from eGo - the Connecticut State Library's eBook collection. SimplyE is available on Android and iOS. With your library card, it's easier than ever to choose from more than 25,000 e-books. Gain access to digital resources for all ages, including e-books and audiobooks.
- Beginning April 1, Enfield library patrons will have digital access to thousands of local news sources from around the country through NewsBank. Local newspapers include the Springfield Republican and the Journal Inquirer, which will complement our current coverage of the Enfield/Thompsonville Press and Hartford Courant.

Staff News:

- Anne Saylor, Technical Processor, retired in December, after more than 25 years with the Town.
- Branch Librarian, Kristen Massetti, transferred to Technical Processor on January 2.
- Aimee Sixt, Library Page, was promoted to Branch Librarian and starts in her new role on March 8.

Recreation:

THE RECREATION DIVISION HAS MOVED TO THE ENFIELD ANNEX, LOCATED AT 124 NORTH MAPLE STREET. Our office is open Monday – Friday, 8:00 AM – 4:00 PM and can be accessed via door 1. The new location provides ample parking, a welcoming office area and expanded space for programming. Division staff look forward to greeting residents in this new space over the coming months.

Information on all programs can be found on the Recreation homepage. Visit www.enfield-ct.gov/recreation for complete details.

Senior Center:

The Senior Center is planning to open on a hybrid model starting on April 5. Programs will be offered virtually and in person. Hybrid programs will consist of 8 exercise programs and 5 craft programs per month. Hybrid programming will offer participants to attend programming in person or via Zoom from home. In person programming will consist of Billiards, Wii Bowling, computer classes, knitting and crafting workshops. Registration for virtual and in person programming will begin on Monday, March 22 at 8:30 am for Residents and Monday, March 29 at 8:30 am for Non-Residents. Prime Fitness will also reopen for participants wanting to exercise in our fitness facility. All COVID guidelines will be in place and spaces will be limited.

TOWN CLERK:

Staff Changes – Administrative Clerk Colleen Reidy accepted a position in the Tax Department on February 16, 2021. The Town Clerk's office welcomed Diane Cassano to the team on March 1, 2021. Prior to accepting her new position, Diane served as one of our part-time receptionists.

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The number of land record recordings filed in our office continues to surpass last year's numbers due to record sales and home re-financing. As of the beginning of March, recording fees collected year-to-date have already exceeded fees collected for FY 2020.

POLICE:

On February 22, 2021, Chief Alaric J. Fox met with the Ujima African American Alliance to discuss matters of their concern, with an emphasis on questions as to Enfield's crime rate, community involvement in crime reduction, mental health issues within the community, protective custody situations, enforcement approaches/mindsets toward non-mark-wearing individuals, and the role of the School Resource Officers in the Enfield Public School System.

On March 2, 2021, Chief Alaric J. Fox provided testimony, as requested by State Representative Carol Hall, before the Connecticut General Assembly Public Safety subcommittee, in support of House Bill No. 5583, *An Act Concerning Emergency Intervention by a Police Officer When a Person Suffers an Overdose.* Please Note: Testimony offered was in support of this bill, a position that has been endorsed, in long-standing, by the Town Council.

In March 2021 the Enfield Police Department command staff began the preparatory steps toward the initiation of every-three-years steroid testing of all sworn police personnel, and every-five year psychological testing of all sworn police personnel, as required under Connecticut's "police accountability legislation."

DEVELOPMENT SERVICES:

- The Town Attorney held a virtual workshop with the ZBA and staff to discuss procedures and legal opinions regarding variances, dealers/repairer's licenses, and non-conforming
- The Town Attorney held a Meeting of Chairs with the chair of IWWA, ZBA and PZC, along with Planning staff to discuss general operating procedures and policies.
- The Historic District Commission held their kickoff meeting for the development of the Historic District Handbook. See *Certified Local Government Grants* (\$70,000 below)
- The Director of Development Services attended a workshop to discuss the potential of new funding from CRCOG for the furtherance of the 1998 TOD studies. The intent is to re-look at ways to accelerate the TOD studies in place. New Market studies are the focus, and each town would be able to select the area(s) that a study would most benefit within their TOD. More to come if this is funded.
- The POCD public survey was finalized on Feb 28, 2021. Survey results are forthcoming.
- Plans are moving ahead to fund raise for and develop the new community gardens at Alcorn, Green Manor, and Lafayette Parks. We have already had repeat gardeners sign up for beds planted in the last year.
- The Sunday Farmers Market is slated to begin on Sunday, June 6, 2021.



Planning & Zoning Division

Plan of Conservation & Development – The Town has contracted with Goman + York to update the Plan of Conservation & Development. To date, a kick-off meeting has been held with the PZC, a community survey has been circulated, and creation of the steering committee is nearly completed. The consultant attended the Planning & Zoning Commission meeting of March 11, 2021 to discuss Chapters 1 and 2.

Zoning Regulation Update – The same consultant is under contract to update the Town of Enfield Zoning Regulations. This will require a comprehensive review of the regulations. The ultimate goal of updating the zoning regulations concurrently with the Plan of Conservation & Development is to end up with a regulation document which makes the development permitting process as user friendly as possible while also supporting the goals of the POCD and economic development in general. The consultant has met with the Planning & Zoning Commission to discuss allowable uses within the residential, business, and industrial zones.

Permitting Software Change – The Town has contracted with OpenGov to upgrade the permitting software used in Town by various Departments, but most of all by the Building and Planning Departments. Each Department has been working with OpenGov staff to create permitting templates each week with a "go live" goal of April 1, 2021. The goal of upgrading the permitting software is to create a user-friendly online approach to filing applications for permits in Town.

Staff Changes – Assistant Town Planner Savannah-Nicole Villalba resigned her position with the Town of Enfield to take a new position with the City of Hartford. The process of hiring a new Assistant Town Planner is under way.

Pending/Approved Commission Applications

137 Hazard Avenue – The owners of the Enfield Professional Park requested a change to the zoning regulations to allow personal services to be located in the Business Professional Zone. The owners of the property felt this change would help them fill more vacant tenant spaces. Personal Services include hair/nail salons and barber shops, spas, massage therapy, pet grooming, etc. The request was approved by the Planning & Zoning Commission and there has already been an approval for a new salon to open.

359 Hazard Avenue (former Hazardville Daycare) – The owner of the former Hazardville Daycare building would like to adaptively reuse the building for mixed-use business and residential. They requested a change to the zoning regulations to allow these uses with a Planned Design Special Permit in the Hazardville Design District only. This request was recently approved by the Planning & Zoning Commission. We are awaiting an application for a Planned Design Special Permit.

135 FRESHWATER BOULEVARD – The company Mobile Mini Solutions was approved to be located at 135 Freshwater Boulevard with a new 5,040 square foot building and proposed outdoor stacking of the company storage container inventory. The Planning & Zoning Commission limited the number of stacked containers to two containers tall. The applicants



came back with a request to change the condition to allow three stacked containers instead. The request was approved. Planning staff are awaiting final plans and bonds to be filed.

90 ELM STREET – In 2019, the Planning & Zoning Commission approved the subdivision of the mall property at 90 Elm Street. There were 13 parcels total approved. In 2020, after Namdar acquired the Macy's property, the Planning & Zoning Commission approved three more parcels. There are now 16 current parcels. One of those parcels, located between the Hannoush building and the east driveway/Mobil gas station, is under contract for purchase by a company who would like to build a car wash there. Car washes are not allowed in the Business Regional Zone, so a proposed zone change application is pending before the Planning & Zoning Commission to change the zoning of the property to Business General. This parcel would still be subject to the Easements, Covenants, Conditions and Restrictions agreement even after the property is purchased.

710-718 ENFIELD STREET – The former Porcello's properties were recently approved by the Planning & Zoning Commission and the Zoning Board of Appeals for another repair garage and used car dealership to open. Planning staff are waiting on the final plans and K-7 DMV form to sign off on.

79-81 ENFIELD STREET & 4 WILLARD DRIVE – The Zoning Board of Appeals approved a new vehicle repair garage to be located where the former Interstate Tire and Brake Stores and subsequent U-Haul facility was located.

1010 ENFIELD STREET – The Planning & Zoning Commission granted administrative approval for a proposed basketball court at the Alcorn School.

232 PEARL STREET – An administrative approval was granted to allow a new playground to be located at St. Bernard's School.

Economic & Community Development:

<u>2019 Community Development Block Grant (\$250,000):</u> The Enfield Housing Authority is going out to bid for the electrical upgrades at Laurel Park this month. The work consists of new electrical overhead service wiring, new electrical meters and new electrical power panel for up to 80 residential living units located within Laurel Park. Work is scheduled to be completed within 90 days of issuing the notice to proceed.

2020 Community Development Block Grant (\$218,748): This grant was awarded to provide food, household supplies, equipment, and materials to Enfield Food Shelf in response to the consequences of COVID-19. The grant contract has been executed by the Town. The Office of Community Development (OCD) is currently working with the Food Shelf on their first requisition for payment to cover the expenses they have incurred since March of 2020 because of the pandemic. The Food Shelf will also be upgrading the existing HVAC system facility as part of this project to improve air filtering which will assist in preventing the spread of COVID-19.

<u>2021 Community Development Block Grant (Up to \$1,000,000):</u> The OCD is in the process of selecting a Certified CDBG Consultant to prepare a 2021 CDBG Application for up to

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\$1,000,000 in order to assist the Enfield Housing Authority with the redevelopment of their Enfield Manor Elderly/Disabled Affordable Housing Complex. The selected consultant with prepare the CDBG application at no cost to the Town and if the grant is awarded their administrative fee of \$18,000 would be expended from grant. The overall project is to replace all existing structures containing 80 units of housing, with two new three-story buildings that will have 99 units in total. The CDBG Grant will be utilized to fund the site improvements (Streets, Sidewalks, Parking, Sewer, etc.) would be removed, replaced, and upgraded.

<u>Certified Local Government Grants (\$70,000):</u> The Town is in the process of receiving the State's approval for its nomination of 33 North River Street on the National Register of Historic Places once the CT SHPO issues their approval on 3/26/21, the nomination will be issued to the National Park services for final approval. The OCD is also currently working with the Enfield Historic District Commission on creating handbook which will provide design guidelines and updated regulations for the Enfield Street Historic District. A kick-off meeting was held on 2/17/21. The consultant hired to prepare this handbook provided an overview to the Enfield Historic District Commission and its property owners as to why design guidelines and standards are needed and the types of exterior features which require a Certificate of Appropriateness. The handbook is scheduled to be completed this year.

<u>2021 CT DECD Municipal Brownfield Grant Application (up to \$200,000)</u>: The OCD is in the process of applying for 2 grants for up to \$200,000 to complete the to complete the environmental investigations at the Strand Theater and Levitz Property on North River Street before remediation and demolition can take place in these properties. The grants are scheduled to be awarded this summer.

<u>98 Prospect Street Brownfield Grant (\$550,000):</u> The OCD has received the final site plan from Kelly Fradet for 98 Prospect Street which is currently being review by the town's environmental consultant who is responsible in getting this environmental clean-up out to bid this year. The redevelopment plan, which consists of a paved bituminous concrete area which will act as an environmental cap from the contaminated soil that will be allowed to remain on-site. Kelly Fradet will be utilizing this area for the storage of building materials to expand their business operations here in Enfield. Final site plan approval is scheduled to take place this spring.

<u>CRCOG Enfield Square Traffic Impact Study Grant (\$216,570):</u> The study will aid in correcting traffic congestion and promote economic development in the corridors surrounding the Enfield Square Mall. The kick-off meeting for this study is taking place on March 10th.

Building Services:

- 39 Hazard Ave. (\$1,269,000 Construction Value) New 3 tenant building/ rebuild
- 37 Bacon Road SPFD MEP work as part of their addition (\$750,000 CV)
- 100 Printshop Lego is doing about \$200,000 worth of work
- 10 Hazard Ave. Shell permit for Burlington Coat issued (\$610,000 CV)
- <u>25 Hazard Ave</u>. AAA finally issued after 2 years and several reviews (\$1,800,000 CV)
- 16 Crescent Beach 1 new home shell (\$250,000 CV)
- 14 Residential addresses About \$418,000 (CV) in miscellaneous Rooftop PV panels



- 10 Lego Way Phase 2 \$69,000 in electrical work
- 1 House Foundation replacement

About \$92,000 in revenue for the month with 51 Building permits, 29 electrical permits, 28 HVAC permits, and 14 plumbing permits for a total of 122 permits for the month. (About \$5.6 million in construction value).

About 300 inspections performed in approximately 19 working days.

EMS:

In February 2021, EMS responded to 554 calls for service; mutual aid was needed for 24 responses and mutual aid was provided to surrounding communities 11 times. Additionally, Enfield EMS has been participating in the vaccination clinics held at the Senior Center, performing post-administration monitoring/evaluations.

The department's latest ambulance re-mount has been completed and was delivered to EMS during the first week of March. It will undergo inspection from the Department of Public Health; it is predicted that the vehicle will be "road ready" in April.

Enfield EMS was recognized by Baystate Medical Center for excellent cardiac care, leading to a new record for timely Cardiac Catheterization treatment. EMS staff Robert Lowe, Bobby Velletri, and Gustavo Boldrine were responsible for the quick recognition and treatment leading to a good patient outcome.

INFORMATION TECHNOLOGY:

Due to COVID-19, the Town and the IT Department initiated technological changes to adapt to the new "Remote Worker" environment.

- IT increased network security allowing remote workers access to all network resources in a safe, efficient manner. We have put services in place to recognize and respond to malware as quickly as industry allows. Laptops and cell phones were dispatched to staff members to keep them connected and productive, enabling the Town business to continue running smoothly and efficiently.
- IT deployed Teams and HDMeeting virtual communication applications to keep employees connected remotely to ensure business continuity. Many used HD Meeting as a means to allow Council, Boards, and Commissions to continue meetings safely and consistently.
- IT has transitioned from paper files to electronic files for Munis, including invoices, purchase order approvals, requisitions, etc. Files and folders are easily found, retrievable and secure on SharePoint, making all files available to everyone at all times and more secure.

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SOCIAL SERVICES:

Adult & Community Services:

Over the course of 5 weeks, the Adult & Community staff collectively assisted nearly 300 residents ages 65+ with navigating the VAMs enrollment, registration, and appointment setting for vaccines. This was done in coordination with Commission on Aging volunteers.

20 homeowner Circuit Breaker applications and 5 Veteran's applications were completed. Worked in collaboration with the co-located Community Renewal Team, energy assistance worker to ensure that all services were in place to help lower heating cost for eligible residents and completed 5 Operation Fuel applications.

The Elderly Services Care Coordinator (ESCC) responded to 3 EMS and PD referrals, one of which resulted in a co-response home visit to ensure the mental and physical wellbeing of a client, as well as ensuring the client had food in the home. The ESCC is working on the grant reapplication for the NCAAA to sustain the Enfield CARES service system.

The Food & Nutrition Manager has worked in collaboration with the Enfield Housing Authority's Mark Twain Congregate Living meal program, CRT, and the Enfield Child Development Center to identify needs and create efficiencies, while ensuring for high quality and adherence to the licensing requirements with the North Central Health District.

Enfield Child Development Center:

The Enfield Child Development Center is currently serving 153 children and looking forward to increasing those numbers as we expand our hours 4 days a week beginning March 22nd when the school age children return to school 4 days a week. We recently had the Human Resource Center Director, Steve Bielenda, participate via zoom for "Read Across America Day". He read <u>Green Eggs and Ham</u> to one of our preschool classrooms, as he has done in the past in person, but this year it was done virtually.

Family Resource Center:

Our "Virtual Learning through Playgroups" for children under age five and a parent/caregiver have been meeting weekly with 31 adults and 41 children attending during the month of February. Families received kits of books and materials to use at home to increase their engagement.

The FRC playground at our Stowe site will be resurfaced and outfitted with some new outdoor play equipment thanks to our funding from the LEGO Community Fund US. We are looking forward to resuming our in-person Learning through Playgroups outdoors once this work is complete in April.

The FRC continues to implement the two new grants we received this year. Our grant from Prevent Child Abuse CT has allowed us to develop a relationship with Pioneer Valley Pediatrics and provide two sessions of the 8-week virtual Circle of Security Parenting series and two monthly follow-up groups to 10 patients of the practice. This work will continue through September 2021. Our funding from the Office of Early Childhood for the Enfield Regional Family



Child Care Network HUB is providing support and resources to 73 family childcare providers including professional development trainings, educational materials to use in their programs, and support in running their businesses.

Transportation:

ENFIELD TRANSIT HAS SUCCESSFULLY MOVED FROM 110 HIGH ST. TO THEIR NEW LOCATION AT THE ENFIELD SENIOR CENTER, 299 ELM STREET.

Enfield Magic Carpet

- Blue line is running Monday Friday 7am 10pm & Saturday 7am 7pm
- Yellow line is running Monday- Friday 7am 7pm
- The total passengers for February were 1,331

Enfield Dial-A-Ride

• There were 301 riders for a total of 602 trips to doctor appointments, grocery shopping and other essential needs.

Youth & Family Services:

February - "Improving the Health & Wellness of Adolescents"

In collaboration with our community partners, we have found ways to improve social integration and mental health support fostering healthy outcomes for adolescents, including:

Partnered with Enfield High School to serve 116 students in grade improvement and mental health support. Out of the 116 students enrolled, 68 students at the high school successfully improved their grades. YFS social workers connected with 42 parents and students to provide mental health services and resources.

Since COVID, referrals to behavioral health services have drastically declined, raising concerns in the community on how to identify and support an adolescent who may be struggling with a mental health challenge. With a concerted effort by Enfield Public Schools, YFS social workers, and School Resource Officers, home visiting and phone support was provided to 88 families and students providing wellness checks and handing out information on mental health services. Emergency Mobile Psychiatric Services (EMPS) for Children recently reported 80% of referrals were from parents and youth demonstrating the success of the effort. Even though overall number of referrals to behavioral health services are down, the youth referred to mental health services had more severe symptoms and needed intensive services and/or hospitalization. To support critical socialization for improved mental health, the Youth Center is now offering time in the gym for activities like dodgeball and basketball, all while practicing COVID safeguards. The Center will continue to align with the CIAC rules and the Enfield Board of Education as guidelines are updated.

Partnered with JFK to provide an in-person classroom at Lamagna for 10 students. All 10 students showed an improvement in grades and overall improvement in self-esteem and connection to others.

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Comments from a student from the JFK program: I like being at the Lamagna Center because I have been able to achieve honors and even High Honors! I feel like I've reached new heights in my education. I've learned a lot by being at the program. I've made new friends which I'm very grateful for, and we have tons of fun here at the center. I LOVE this center.

A parent commented on the JFK program: The Lamagna Center has been a game changer for my family. Because we've had the support here at the center my son has been able to stay on track and push himself academically! He's even made High Honors! This program is incredibly structured, and this is exactly what we needed. The staff here have been so understanding and supportive. I truly cannot say enough about the Lamagna Center and the staff.

PUBLIC WORKS:

Engineering:

ROADS 2021 Referendum:

Engineering staff have been working on developing a new five year \$25M road referendum program street list and a new five year \$30M road referendum program street list. After meeting with DPW Subcommittee, Engineering responded to their request for the worst PCI 0-60 street list. Engineering Staff is also working on updating the pavement inventory database, based on the work that has occurred since the 2018 consultant road condition survey.

Alcorn School Basketball Court:

Engineering staff have been working on the plans and specifications for Alcorn School basketball court. Engineering has also compiled and submitted a site modification application to PZC, which is scheduled to meet on March 11, 2020.

Freshwater Dam:

Engineering staff have met with DEEP and the design consultant for a pre-application meeting. Engineering staff are working with the design consultant for the regulatory permitting. Lafayette Park Basketball Court Replacement:

Engineering staff have been working on the plans and specifications for Lafayette Park basketball court replacement.

Orlando Drive Culvert:

Engineering staff have been working with the design consultant and Office of the Town Attorney in acquisition of three easements for the culvert project. Engineering staff is also working with the design consultant on the regulatory permitting.

South River St. Bridge:

Engineering staff have been working with the design consultant and the Office of the Town Attorney in acquisition of the easements for this bridge replacement project.

Building and Grounds:

Field Preparation:

Field groomers and mowers are being serviced for the spring. Fields are being prepared for outdoor sports and activities.

PD Armory:

Custom cabinets and millwork were built and installed for the PD's armory.

Signs:

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Signs are being refurbished across Town parks and facilities. To date the following have been completed: DPW Complex, Whit Acres Park, Brainard Park, Green Manor Park, and Hazardville Playground.

Facilities Consolidation:

Work is underway at the Annex for both B&G and E-TV's new locations. The old locker rooms have been cleared out, along with other spaces for B&G, and design documents are being drafted. E-TV's new space is being cleared out for their move into the former home economics area.

Admin:

Stowe Restrooms:

The project is nearing the completion of construction documentation with the architect. Review for publication of an RFP will be next.

Alcorn and Stowe Boilers:

An RFP is issued for the replacement of boilers and bid walk to occur on March 13, 2021 with the opening on March 23, 2021.

EPD UST:

The PD's gasoline tank has been successfully removed and site restored per CT DEEP requirements. The parking lot where the activities occurred will be patched this April completing the project. All fueling activity is now occurring at DPW.

Facilities Consolidation:

Architects have been awarded for design and construction documents to renovate Alcorn for Youth and Social Services and Annex for B&G. Documentation is being finalized to support the construction schedule and permitting.

Highway:

We had 6 snow and ice events where we treated and plowed streets. Worked on repairs to the Transfer Station cap along with tree clearing around the perimeter of the former landfill. Highway is currently prepping for street sweeping that starts April 5, 2021.

RRM:

RRM staff assisted B&G with moving and hauling debris for the consolidation project on Fridays and will continue to do so until yard waste is started.

WPC:

WPC Facility Upgrade Status:

The construction project is close to being substantially complete, we have moved onto punch list items. The return activated pumps seals have failed; it has been determined that they are under warranty. Repairs are underway however this will be a timely process as the pumps need to be sent out to a specialty repair shop and only one pump can be taken offline at a time.

WPC Status:

We are scheduled to optimize operations of the dewatering sludge process system this month. The odor control bio-tower is being inoculated with fresh bacteria, a four to six-week process. *Grape Brook Status Update:*

DPC engineering during the week of March 8, 2021, we will submit a detailed schedule showing the remaining design and permitting task and an updated opinion of probable project cost.

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During the week of March 15, 2021, we will submit updated draft plans for the overall project with a March 31, 2021 design completion milestone. <u>Collection System</u>:

We are in the process of inspecting and cleaning the siphon chambers.